

Eastlake High School
Senior Project Critical Path

	Coordinator	Senior Project Teachers	Panels	Students
Late May 2001	<ul style="list-style-type: none"> ❖ Coordinate redo's ❖ Conduct evaluation by stakeholder groups 	<ul style="list-style-type: none"> ❖ Review and revise instructional strategies and curriculum to support the Senior Project 	<ul style="list-style-type: none"> ❖ Debrief presentations with advisees: what makes a good project? what can go wrong? how can you make sure yours goes right? 	<ul style="list-style-type: none"> ❖ Watch presentations, gather ideas, ask questions of advisors and Senior Project Coordinator
Summer 2001				<ul style="list-style-type: none"> ❖ Informally explore ideas for projects
September 2001	<ul style="list-style-type: none"> ❖ Create database of students ❖ Create panels ❖ Assign students to panels ❖ Distribute materials to new staff 	<ul style="list-style-type: none"> ❖ Formally introduce project ❖ Distribute brochure with guidelines and goals ❖ Conduct Feasibility Study 		<ul style="list-style-type: none"> ❖ Do Feasibility Study ❖ Work with parents to identify constraints
October 2001	<ul style="list-style-type: none"> ❖ Organize "Proposal Day" ❖ Finalize panel assignments ❖ Distribute student lists to panels 	<ul style="list-style-type: none"> ❖ Assign and model Senior Project Proposal ❖ "Filter" project ideas to see that they align with school goals for projects 	<ul style="list-style-type: none"> ❖ Meet informally with panel students to advise them ❖ Collect proposals on "Proposal Day" ❖ Review proposals with partner ❖ Evaluate proposals: Approve/Approve Conditionally/Return for Revision ❖ Store records 	<ul style="list-style-type: none"> ❖ Write Senior Project Proposal ❖ Submit proposal to panel on October 15th ❖ Revise proposal as needed ❖ Make connections: locate a mentor, find research sources, etc.
November 2001	<ul style="list-style-type: none"> ❖ Distribute I-Search paper assignment ❖ In-service new teachers ❖ Assist panels and students with proposal revision 	<ul style="list-style-type: none"> ❖ Teach I-Search Paper ❖ Editing, revision, grading 	<ul style="list-style-type: none"> ❖ Meet with students as necessary to fine-tune projects 	<ul style="list-style-type: none"> ❖ Write I-Search Paper, due December 5th
December 2001	<ul style="list-style-type: none"> ❖ Provide I-Search support ❖ Work with students and parents on project problems 	<ul style="list-style-type: none"> ❖ Grade I-Search Papers ❖ Informal assistance to students 	<ul style="list-style-type: none"> ❖ Meet with students as necessary to fine-tune projects 	<ul style="list-style-type: none"> ❖ Locate mentors and create opportunities ❖ Some limited project work
January 2002	<ul style="list-style-type: none"> ❖ Monitor "problem projects" ❖ Work with panels and students ❖ Distribute information to stakeholders 	<ul style="list-style-type: none"> ❖ Assign students to write a letter to their panels ❖ Conduct Senior Project Show and Tell 	<ul style="list-style-type: none"> ❖ Read letters from students ❖ Notify teachers and Coordinator of problem issues ❖ Meet with students as necessary to fine-tune projects 	<ul style="list-style-type: none"> ❖ Write letter to panel ❖ Work on project ❖ Log hours ❖ Show and Tell

February 2002	<ul style="list-style-type: none"> ❖ Set up first log collection ❖ Work with panels and students ❖ Distribute information to stakeholders 	<ul style="list-style-type: none"> ❖ Assign and model logs ❖ Grade logs as technical writing assignment ❖ Show and Tell 	<ul style="list-style-type: none"> ❖ Complete form letter to parents ❖ Read and evaluate logs when collected ❖ Store logs ❖ Communicate concerns to students, coordinator, and teacher 	<ul style="list-style-type: none"> ❖ Work on project ❖ Submit log February 27th (20 hours recommended) ❖ Log hours ❖ Show and Tell
March 2002	<ul style="list-style-type: none"> ❖ Work with panels and students ❖ Distribute information to stakeholders 	<ul style="list-style-type: none"> ❖ Encourage students ❖ Show and Tell 	<ul style="list-style-type: none"> ❖ Complete form letter to parents ❖ Communicate concerns to students, coordinator, and teacher 	<ul style="list-style-type: none"> ❖ Work on project ❖ Log hours ❖ Show and Tell
April 2002	<ul style="list-style-type: none"> ❖ Set up second log collection ❖ Begin building presentation day schedule ❖ Invite local business community, PTSA, parents 	<ul style="list-style-type: none"> ❖ Grade logs as technical writing assignment ❖ Show and Tell 	<ul style="list-style-type: none"> ❖ Complete form letter to parents ❖ Read and evaluate logs ❖ Communicate concerns to students, coordinator, and teacher 	<ul style="list-style-type: none"> ❖ Work on project ❖ Log hours ❖ Submit log April 10th (40 hours recommended) ❖ Show and Tell
May 2002	<ul style="list-style-type: none"> ❖ Finalize and publish schedule for whole school and individual panels ❖ Coordinate student volunteers to provide tech support ❖ Manage Presentation Day 	<ul style="list-style-type: none"> ❖ Evaluate rehearsals ❖ Collect and assess portfolio of documentation ❖ Collect and grade final log ❖ Notify parents of students who need to redo ❖ Assist in managing presentation day ❖ Support panels with difficult students 	<ul style="list-style-type: none"> ❖ Identify students who are unlikely to pass on presentation day by May 10th ❖ Read and evaluate logs ❖ Communicate concerns to students, coordinator, and teacher ❖ Evaluate presentations 	<ul style="list-style-type: none"> ❖ Complete work on project by May 8th ❖ Prepare portfolio ❖ Submit final log May 8th (60 hours required) ❖ Write presentation ❖ Rehearse presentation ❖ Make Final Presentation (May 23rd)
June 2002	<ul style="list-style-type: none"> ❖ Coordinate re-do's ❖ Prepare annual staff and student evaluation ❖ Revise project based upon evaluation 	<ul style="list-style-type: none"> ❖ Distribute annual student evaluation ❖ Assist with re-do's 	<ul style="list-style-type: none"> ❖ Assist with re-do's ❖ Participate in annual staff evaluation 	<ul style="list-style-type: none"> ❖ Participate in annual student evaluation ❖ Complete re-do process by June 7th (approx. 10% of students)